



Thommen's Timely Technology Tips "Mastering ANGEL" Master Courses Explained

The Function of the Master Course

To the ANGEL user, master courses look the same as regular production courses. However, there is one important difference - master courses are not deleted after the semester ends.

The master course is a permanent repository that acts as a template for future production courses; it is intended to retain course content and structure. Additionally, a master course can allow multiple sections to have a similar "look and feel" and better assure course consistency from section to section.

A less visible characteristic is that master courses can be shared by multiple faculty members on the system. "Sharing" means that one faculty member has editing rights in the master course, and one or more other faculty members have the ability to copy the course content from the master to their respective production courses. To establish this "sharing" relationship, the faculty member must contact the ANGEL administrators, via the Help Desk, on how to configure the sharing relationship.

Master Course Guidelines

1. Each course or course section should have no more than one master course per instructor. Duplication of content wastes server disk space, slows server performance and wastes money.
2. If a course has multiple delivery modes (i.e., face to face, online, etc.), it may need to have separate masters for each. This is allowed by ANGEL administration.
3. It is a misuse of the master course to store more than one version of a production course in the master. If you want to save old versions of your course, use the course export function and burn the results on to a CD-ROM or a DVD-ROM. I have every course that I have ever taught, starting with Blackboard, on CD media.
4. If a master course is no longer in use, it is the responsibility of the faculty member to contact the Help Desk and request its removal. Again, it is a waste of server space to retain outdated or unused data; the entire college suffers when there is waste and neglect.

Best Practices

1. At the beginning of each semester, copy all the content from your master to your respective production courses.
2. Once this copy has been made, hide the "in production" master courses from your home page and only edit or modify the production courses.
3. At the end of the semester delete all content from the master and copy the updated content from your production course back to the master. When deleting data, it is imperative that you use extreme care and pay attention; this operation can lead to disaster if done to the wrong course.
4. Only copy content to the master, never student data.
5. Only edit content in a master course when it is "out of production."

Master Course Tips

1. To request a new master course go to: <http://www.lcc.edu/elearning/faculty/forms/> or call the Help Desk.
2. For the advanced user: if you have linked LOR content in your master and it is shared with other faculty, be sure their courses can access the linked content.

This timely tip can also be found at:

ANGEL: Faculty Community Group > Content > Tps&Trks > TTTT
http://www.lcc.edu/cte/resources/thommen_tips/

